

**CHRISTIAN EDUCATION DIRECTOR
PARK PRESBYTERIAN CHURCH**

Position: Christian Education Coordinator

Reports to: Pastor

CE Goal: The goal of Christian Education is that the next generation experiences God's grace through Jesus Christ and is led on a journey which continually strengthens and deepens their relationship with God.

Purpose: To ensure the smooth function of Park Church Sunday School, a once per month Sunday School program involving grades 1 through 8. Seek partnership with other local churches to initiate a non-traditional ecumenical (Catholic, Lutheran, Methodist, Episcopalian, etc.) Youth program for grades 9 through 12. Assist with recruitment of required Nursery supervision and provide Bible-based K and pre-K Nursery activities/handouts.

Duties:

1. In cooperation with the pastor and CE Team evaluate and purchase educational materials to support this ministry.
2. Recruit and support teachers for a once per month Sunday School program involving grades 1 through 8, currently known as R.O.C.K.
3. Work as the Nursery Supervisor and secure a second person who is available each Sunday to handle K and pre-K during worship. Coordinator will make available K and pre-K Bible-based activities/hand-outs for each Sunday.
4. Work with CE Team Leader to develop an annual budget for CE programs. Obtain approval of Pastor or CE Team Leader before expenditure of CE Funds.
5. Coordinate youth participation in church activities such as Rally Day, Christmas Pageant, music, Advent Family Night, Youth Sundays, etc..
6. Utilize the Park View, weekly church bulletins, Social Media and/or other appropriate media to coordinate and publicize youth and Sunday School activities.
7. Communicate with parents, pastor, and CE Team Leader on a weekly basis.
8. Coordinate office hours with Pastor.
9. Other work as assigned.

Salary: 15-20 hours/week for up to \$16 hour on a year-round basis.